

BENTON CONSERVATION DISTRICT
Job Description
Water Resource Manager
Salary Range: \$2,800 - \$3,800 month
<p><u>Introduction:</u></p> <p>The Benton Conservation District (BCD) is dedicated to maintaining Benton County's renewable natural resources. The District is composed of farmers, landowners, and concerned citizens who serve on the BCD Board of Supervisors as volunteers. The BCD is a legal subdivision of Washington State Government organized under "Conservation District Law", RCW Title 89, Chapter 98.08. This position is located in Prosser, Washington, is 40 hours a week and reports to the District's Board of Supervisors (until the District's Executive Director position is made available).</p>
<p><u>Duties and Responsibilities:</u></p> <ul style="list-style-type: none">○ Keep the BCD supervisors fully informed of assigned staff activities, fiscal matters and related administrative concerns.○ Develop and implement water resource programs that conserve, protect and enhance natural resources through the use of Best Management Practices.○ Follow the policies, principals, and directions of the BCD Board of Supervisors.
<p><u>Specific Duties:</u></p> <ol style="list-style-type: none">1. Represent the BCD and voice the Board of Supervisors views (as established with resolution or policy) at meetings and hearings of local, state and federal agencies where water resources are discussed and solutions proposed.2. Continuously pursue and acquire sources of funding assistance to provide continuity and longevity of BCD Water Resource Activities.3. Represent the BCD as directed by the Board in local, regional or statewide planning efforts (e.g. WRIA 31 planning and implementation, Yakima River Basin WRIA implantation, Salmon Recovery Planning in the Yakima Basin).4. Coordinates and monitors individual budgets of all grant projects for the BCD. Recommends budget adjustments or changes as necessary to cover project and non-project associated costs.5. Works with the BCD Administrative/Financial Manager to coordinate monthly vouchering, financial reports, reports of accomplishment, District annual reports.

6. Provide leadership in carrying out the District's informational/educational responsibilities. This shall include the initiation of specific water resource information programs and serving as the resource person to schools, radio, television, and newspapers; and other agencies, organizations, and individuals requesting such assistance.
7. Reviews with the Board of Supervisors memorandums of understanding between the District and cooperating agencies periodically.
8. Assist in the periodic revision of the BCD's Five Year Plan and Long Range Plan.
9. Implement water resource monitoring plans:
 - Develop QA/QC protocols
 - Coordinate and collect water samples
 - Analyze water samples
 - Provide coordination with laboratories
 - Analyze water quality data
 - Maintain water quality database
 - Maintain monitoring equipment
10. Write project reports as required.
11. Provide technical guidance to and coordinate with District staff on water related activities, including public presentations.
12. Maintain a journal of work-related activities.
13. And other duties as may be assigned.

Knowledge, Skills and Abilities Preferred

- Ability to communicate complex issues, verbally and in writing to others in one-on-one contact and in public settings.
- Ability to motivate private landowners to adopt and implement water resource conservation practices on their land.
- Ability to use computer (word and excel, minimum).
- Familiarity with Conservation District Law.
- Basic knowledge of Natural Resource Conservation Service planning principals.
- Knowledge of Federal and State statues and programs regarding Endangered Species Act, Clean Water Act, and applicable local, State and Federal permitting needs.
- Competency in GIS and GPS
- Ability to work closely with others in a public office environment.
- Ability to organize, plan, prioritize and manage multiple tasks under minimal supervision from the board.
- Ability to conduct/facilitate meetings.
- Ability to effectively express the Benton Conservation District ideals.
- Ability to operate a motor vehicle (valid Washington State Drivers License required).
- Ability to work in the field on various terrains and under various conditions.
- Ability to lift and carry 50 pounds.

<p><u>Minimum Qualifications:</u></p> <p>Any combination equivalent to: Bachelor's degree in Water Resources, Environmental Science, or related fields and two years related work experience.</p>
<p><u>Performance Review:</u></p> <p>Performance of each duty in this position will be evaluated against the requirements developed for this position. A formal review will be completed by the personnel committee of the district board initially at the employee's six-month probationary period and then on a yearly basis during the month of April and will be discussed with the employee. Performance rating is an overall evaluation of performance in the judgment of the supervisors. It will be the basis for any merit pay increases granted by the district board.</p>
<p><i>Benton Conservation District programs and services are available without discrimination.</i></p>